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By-Byrn, Darcie

Classification Outline for Extension Research Materials.

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The outline has been used to classify the content of the Review of Extension Research, Bibliography on Extension Research, Bibliography on Foreign Based Extension, Recent Extension Research Reports, and additions to the Division File of Extension Research Materials. Major classification headings include administrative organization and management; training, staff development for Extension Workers; organization of people to participate in Extension; local leadership; program content and planning procedures; general effectiveness and progress of Extension Work: Extension teaching methods; techniques, and devices; research methods; and Extension research reporting devices. (pt)

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CLASSIFICATION OUTLINE FOR EXTENSION RESEARCH MATERIALS *

A. Administrative organization and management

Explanation:
Organizational and functional aspects of administration within the Cooperative Extension Service. (Includes conversion to and involvement or consolidation with General Extension or other government agencies.)

0. General
1. Organization of Extension Service, staff
2. Functions and duties of Extension Service, staff, individuals
   (Analyses of jobs, use of time, characteristics of workers, role expectations or consensus, etc.)
3. Public relations, affairs
   (Analyses of situations involving cooperative efforts of extension personnel and other organized groups - farm organizations, educational institutions, civic groups, etc. - to meet needs of people. Includes public relations aspects of RAD, ARA, EO, CRD, civil defense, etc.)
4. Office organization, operation, procedures, management, personnel (clerical, secretarial) matters
5. Working conditions (Includes salary, vacations, leave, rank, tenure, advancement, accountability, etc.)
6. Finance
7. Personnel management, supervision

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* This outline, with periodic expansions, has been used to classify the contents of the "Review of Extension Research" since the July-December 1953 edition, the "Bibliography on Extension Research" since the 1949-53 edition, and the "Bibliography on Foreign-Based Extension Research," "Recent Extension Research Reports," additions to the "Division File of Extension Research Materials," and as appropriate in the "Recently Noted" series since their initiation.

Prepared by: Darcie Byrn

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B. Training, staff development for extension workers

Explanation:
Availability of, effectiveness of, methods used in, felt or apparent need for, stimulating interest in, or importance of, training of, for, or by professional or subprofessional extension workers.

1. General
2. Preservice
3. Induction
4. Inservice
5. Graduate study
6. Self-development (teaching machines, programed instruction)

C. Organization of people to participate in Extension

Explanation:
Subjects involving people - individuals or groups - who are not on a paid extension staff. Organization, function, or effectiveness studies of executive committees, advisory committees, home demonstration of 4-H councils or clubs, study of planning groups, etc.

1. General
2. Agriculture, agribusiness
3. Home economics
4. 4-H Club work (Club and nonclub 4-H work, members and potential members)
5. Young men and women's work
6. Urban extension work
7. Adult education
8. Civil defense

D. Local leadership

Explanation:
Characteristics, selection, training, functions, needs, and effectiveness studies of local leaders. (Involves persons - adult or youth - who are not on a paid extension staff.)

1. General
2. Agriculture, agribusiness
3. Home economics
4. 4-H Club work
5. Young men and women's work
6. Urban extension work
7. Adult education
8. Civil defense

E. Program content and planning procedures

Explanation:
The program carried out at the public level. Needs and interests of the people; status of practices in the subject-matter fields considered for program content; procedures for determining the program; effectiveness of different procedures; cultural and economic factors that affect program content, planning, and execution. (Includes program projection, program development.)

1. General
2. Agriculture, agribusiness
3. Home economics
4. 4-H Club work
5. Young men and women's work
6. Urban extension work
7. Development work - rural, community, low-income, RAD, ARA, EO
8. Marketing, consumer educational work
9. Adult education
10. Civil defense

F. General effectiveness and progress of extension work

Explanation:
Analyses of extension and nonextension factors that affect the progress and effectiveness of Extension as measured by participation, membership, enrollment and reenrollment or dropout, completions, adoption of practices, knowledge gains, etc. (Includes most adult, youth, and 4-H evaluative studies).

1. General
2. Agriculture, agribusiness
3. Home economics
4. 4-H Club work
5. Young men and women's work
6. Urban extension work
7. Development work - rural, community, low-income, RAD, ARA, EO
8. Marketing, consumer educational work
9. Adult education
10. Civil defense

G. Extension teaching methods, techniques, devices

Explanation:
Development, use, and effectiveness analyses. (Includes such aspects as cost, amount of information gained and put to use, coverage or scope, comparisons of methods, combianations of methods, and audience-media consideration.)

1. Multiple methods, general
2. Pamphlets - bulletins, circulars, leaflets, etc.
3. Circular letters, house organs
4. Exhibits, fairs

5. Farm, home visits
6. Indirect influences
7. Leader-training meetings
8. Meetings, special events
9. Method demonstrations
10. News stories, editorials, columns, newspapers, magazines, etc.
11. Office calls
12. Posters
13. Radio
14. Result demonstrations
15. Television
16. Visual aids, audio aids
17. Films, tapes
18. Books, handbooks, workbooks, manuals, etc.
19. Workshops, short courses, labs, conferences, seminars, symposia
20. Counseling
21. Tours, walks, field trips, etc.
22. Special instruments, machines
23. Formal courses, classes
24. Groups - discussion, study, sociometric, etc.

H. Research methods

Explanation:
Studies regarding the development, evaluation, or application of research methodology or techniques that have been or might be used to gain better understanding of extension and extension-related problems.

1. Multiple methods, general
2. Mail surveys
3. Questionnaires, schedules, interview guides
4. Interviews - personal, group, telephone
5. Reports, other secondary data sources
6. Sampling
7. Case studies
8. Statistical devices
9. Projective, other sociopsychological techniques
10. Replication
11. Special instruments, machines

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I. Extension research reporting devices

Explanation:
Bibliographies, reviews, abstracts, critiques, summaries, leaflets, etc., from any source, that call attention to or comment on extension or extension-related research.

1. Bibliographies - general, special topic (with, without annotation; separates, collections)
2. Reviews - general, special topic (separates, collections)